

HTAS-68-57
26 April 1957

File

MEMORANDUM FOR: All Personnel - Project HTAUTOMAT

SUBJECT: Safeguarding of Classified Material

1. Statistics compiled by the Office of Security have disclosed that over 75% of security violations are committed by persons working during non-regular hours.

2. In order to further reduce, and eliminate, if possible, the commission of security violations at HTAUTOMAT, it is hereby instructed that any person or group working overtime (Monday thru Friday) or on Saturdays, Sundays, and holidays, will submit a green Security Check Officer List covering the area in which the off-hour duty was performed in addition to any SCO List which may have been routinely filed.

3. It is further instructed that in the future final area security checks will be conducted by teams instead of individuals, and all SCO Lists will bear two signatures (as provided for on Form 109).

4. In the event a single individual working in a nonvaulted area after hours is unable to obtain the signature of another staff employee as co-signer, such individual will summon the PBS Building Guard and request him to co-sign the SCO List after double checking the area. The guard may be summoned to check the vault door when a single individual is securing a vaulted area.

5. It must be understood by all concerned that any guard requested to double-check a vaulted area or other area will be performing a security service only and does not incur any joint responsibility by so doing.

6. All 100 lb. sacks of classified waste, having been filled and sealed, will be delivered immediately to Room 413. The practice of retaining filled 100 lb. sacks in other vault areas until collection date will be discontinued. It is further instructed that all small size burn bags containing any classified waste be stored in safes or file containers at the close of business even though your office is within a vault.

A. C. LUNDAHL
Chief, HTAUTOMAT

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